



Parks & Recreation Department

**To:** Mayor Jerry Wiley, Fairway City Council  
**CC:**  
**From:** Nathan Nogelmeier, City Administrator  
**Date:** 11/7/2016  
**Re:** Parks & Recreation Director Job Description Changes

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As a part of the staffing transition, I sat down with then City Administrator/City Clerk Kathy Axelson to update the Director of Parks & Recreation Job Description (JD). As you might imagine, many of the tasks I was performing under that position will transfer with me to my new role. The updated JD encompasses departmental changes to include the additional (already added, not new) staff and the Shawnee Indian Mission State Historic Site.

The revised job description was used as a part of the hiring process for my successor.

The published starting salary range was \$58,000-\$65,000.

Staff recommends approval of the job description.

NEALE PETERSON PARK AND FAIRWAY POOL  
6136 MISSION ROAD  
FAIRWAY, KANSAS 66205  
913-722-3161 (SUMMER ONLY)  
NNOGELMEIER@FAIRWAYKANSAS.ORG

FAIRWAY CITY HALL  
4210 SHAWNEE MISSION PARKWAY, STE. 100  
FAIRWAY, KS 66205  
PHONE: 913-262-0350  
FAX: 913-262-4607

[WWW.FAIRWAYKANSAS.ORG](http://WWW.FAIRWAYKANSAS.ORG)

CITY OF FAIRWAY  
JOB DESCRIPTION

TITLE: ~~Director of Parks and Recreation Director~~ DEPARTMENT: Parks  
~~and Recreation~~  
FSLA STATUS: Exempt WORK WEEK: 40, As Required

JOB SUMMARY:

The ~~Director of Parks and Recreation Director~~ plans, develops, coordinates, and directs the provision of a comprehensive recreation program and the construction, maintenance, and acquisition of all Fairway parkland /green space areas, recreation areas, and related facilities. The Director oversees ~~pre season preparation, daily operation, and post season closure of Fairway Pool~~ the operation of the Fairway Swimming Pool, Peterson Park and the Shawnee Indian Mission State Historic Site. This position reports to the ~~Parks and Recreation Committee Chairperson and to the Mayor.~~ City Administrator.

DUTIES:

General

- ◆ Performs administrative and managerial duties in planning, developing and organizing the municipal parks, greenspaces, recreation and cultural programs, special events and facilities, including the Shawnee Indian Mission State Historic Site.
- ◆ Prepares, reviews, and justifies, ~~with the assistance of the Parks and Recreation Committee,~~ the annual departmental budget
- ◆ Prepares long range plans for infrastructure improvements.
- ◆ Provides regular reports and recommendations to the Parks ~~and Recreation~~ Committee, Fairway City Council, City Administrator and the Fairway Mayor with regards to all matters of the Parks ~~and Recreation~~ department
- ◆ Recruits, trains, supervises, and evaluates a capable staff which effectively develops and implements parks and recreation programs, facilities, and parks
- ◆ Negotiates and manages service contracts for all aspects of the department
- ◆ Resolves personnel issues
- ◆ Fulfills the goals and measurable objectives of the Parks ~~and Recreation~~ Department
- ◆ Fosters a safe environment for both departmental staff and the general public
- ◆ Follows the direction provided in the Parks ~~and Recreation~~ Mission Statement
- ◆ ~~Works cooperatively with Public Works to ensure that all maintenance needs of the department are being met~~
- ◆ Cooperates with other city departments and staff

### Shawnee Indian State Historic Site

- ◆ Oversees all day-to-day operations including, but not limited to: staff hiring and supervision; routine maintenance of the grounds and the buildings; promotion of the Shawnee Indian Mission; programming and special events; and, oversight of all volunteer efforts.
- ◆ Serves as the staff liaison to the Shawnee Indian Mission Foundation and the Kansas Historical Society
- ◆ Works and coordinates with various community groups with regards to programs and events at the site, including all fundraising events
- ◆ Coordinates any third party usage of the site
- ◆ Authorizes all purchases/orders for necessary supplies and equipment for the operations of the site.
- ◆ Directs and oversees management of marketing and public relations efforts including press releases, brochures, website content, promotional projects and social media
- ◆ Promotes the Shawnee Indian Mission through public appearances and speaking engagements

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### Recreational Programming

- ◆ Plans and directs the design, development, and implementation of a variety recreational programs to meet the needs and demands of the citizens of Fairway, including: aquatics, special interest classes, adult and youth programs, etc.
- ◆ Continually evaluates recreational programs ensuring maximum utilization by the community; outlines future programming objectives and goals
- ◆ Directs the establishment and maintenance of files and records of departmental activities
- ◆ Continues to improve upon existing program offerings
- ◆ Purchases/Orders all necessary supplies and equipment for the execution of recreational programming
- ◆ Schedules personnel, facilities, and equipment in accordance with program requirements

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### Pool Operation

- ◆ ~~Supervises-Oversees~~ the preparation of the pool for opening and closing each season (with respect to equipment, staff hiring and training, cash operations, concessions, repairs, water chemistry, filter operation, and supplies.)
- ◆ Coordinates with Public Works Director to determine a schedule of opening tasks and to determine what tasks will be completed by what department
- ◆ Oversees ~~and administers~~ operation of swimming pool on a day-to-day basis and enforces pool policies and regulations
- ◆ ~~Responsible for overseeing the preparation of deposits for membership fees, concession revenues, gate fees, and swimming lesson fees on a daily basis.~~
- ◆ ~~Reviews revenue deposits and expenses regularly~~
- ◆ ~~Responsible for checking emergency systems and coordinating emergency drills~~
- ◆ ~~Purchases/Orders supplies for all aspects of the pool operation, including: concessions, chemicals, cleaning supplies, uniforms, and capital purchases.~~

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- ◆ Responsible for maintaining all aspects of pool facility in working condition, monitors and adjusts pool chemicals and clarity, repairs minor items in house and contacts public works to perform/contract major repairs

#### Parks

- ◆ ~~Coordinates shelter house reservations~~
- ◆ Assesses areas in need of maintenance and ~~advises Public Works or Parks and Recreation Committee Chair as to needs for replacement/repair~~coordinates repairs as necessary
- ◆ Responds to and relays citizen ideas/complaints/needs as necessary to ~~committee for consideration~~City Administrator
- ◆ ~~Responsible for day to day cleanliness and trash removal during the pool season~~
- ◆ Maintains discipline at Neale Peterson Park during pool hours; alerts police if necessary
- ◆ Maintains tennis court nets and cleans surface as needed

#### Supervision

- ◆ Exercises full personnel authority – staffing, discipline, performance reviews, etc. for all Parks ~~and &~~ Recreation employees and volunteers
- ◆ ~~Prepares time sheets/cards, evaluations, and all other reporting forms for all departments staff~~
- ◆ ~~Monitors the swim team activities and coordinates facility use during the meets~~

#### Miscellaneous

- ◆ Updates Parks ~~and &~~ Recreation Committee on operation numbers including but not limited to revenues, memberships, and daily attendance.
- ◆ Wears proper attire at all times.
- ◆ Reports to work regularly and promptly
- ◆ Maintains a cordial relation with public and sets example in conduct for entire staff

#### REQUIREMENTS:

##### Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
- ◆ Ability to work with the public
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively
- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data

### Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position
- ◆ Must be able to speak and write adequately to perform essential functions of the position
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces

### Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively

### Educational and Miscellaneous

- ◆ Must have an equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, business administration, or a related field
- ◆ ~~Four~~ Five years of increasingly responsible experience in ~~swimming pool operations and~~ parks and recreation program development and implementation, including 2 years of administrative and supervisory responsibility, general knowledge of museum or historical site operations preferred.
- ◆ Current ~~Certified Pool Operators and WSI certification~~ Certified Parks & Recreation Profession (CPRP) and Aquatic Facility Operator (AFO) ~~are~~ designations are desired

CITY OF FAIRWAY  
JOB DESCRIPTION

TITLE: Director of Parks & Recreation  
FSLA STATUS: Exempt

DEPARTMENT: Parks & Recreation  
WORK WEEK: 40, As Required

**JOB SUMMARY:**

The Director of Parks & Recreation plans, develops, coordinates, and directs the provision of a comprehensive recreation program and the construction, maintenance, and acquisition of all Fairway parkland /green space areas, recreation areas, and related facilities. The Director oversees the operation of the Fairway Swimming Pool, Peterson Park and the Shawnee Indian Mission State Historic Site. The Director is responsible for the direct supervision of the Recreation Supervisor – Aquatics and the Coordinator for Museum Experience & Programs. This position reports to the City Administrator.

**DUTIES:**

General

- ◆ Perform administrative and managerial duties in planning, developing and organizing the municipal parks, greenspaces, recreation and cultural programs, special events and facilities, including the Shawnee Indian Mission State Historic Site
- ◆ Prepare, reviews, and justifies the annual departmental budget
- ◆ Prepare long range plans for infrastructure improvements
- ◆ Provide regular reports and recommendations to the Parks & Recreation Committee, Fairway City Council, City Administrator and the Fairway Mayor with regards to all matters of the Parks & Recreation department
- ◆ Recruit, train, supervise, and evaluate a staff for development and implementation of Parks and Recreation programs, facilities, and parks
- ◆ Negotiate and manage service contracts for all aspects of the department
- ◆ Resolve personnel issues
- ◆ Fulfill the goals and measurable objectives of the Parks & Recreation Department
- ◆ Foster a safe environment for both departmental staff and the general public
- ◆ Follow the direction provided in the Parks & Recreation Mission Statement
- ◆ Work cooperatively with Public Works to ensure that all maintenance needs of the department are being met; cooperate with other City departments and staff

Shawnee Indian State Historic Site

- ◆ Oversee day-to-day operations including, but not limited to: staff hiring and supervision; routine maintenance of the grounds and the buildings; promotion of the Shawnee Indian Mission; programming and special events; and, oversight of all volunteer efforts
- ◆ Serve as staff liaison to the Shawnee Indian Mission Foundation and the Kansas Historical Society
- ◆ Work and coordinate with various community groups for programs and events at the site, including all fundraising events

- ◆ Coordinate third party usage of the site
- ◆ Authorize all purchases/orders for supplies and equipment for the operations of the site.
- ◆ Direct and oversee management of marketing and public relations efforts including press releases, brochures, website content, promotional projects and social media
- ◆ Promote the Shawnee Indian Mission through public appearances and speaking engagements

#### Recreational Programming

- ◆ Plan and direct the design, development, and implementation of a variety of recreational programs to meet the needs and demands of the citizens of Fairway, including: aquatics, special interest classes, adult and youth programs, etc.
- ◆ Continually evaluate recreational programs ensuring maximum utilization by the community; outlines future programming objectives and goals
- ◆ Direct the establishment and maintenance of files and records of departmental activities
- ◆ Continue to improve upon existing program offerings
- ◆ Purchase/Order all necessary supplies and equipment for the execution of recreational programming
- ◆ Schedules personnel, facilities, and equipment in accordance with program requirements

#### Pool Operation

- ◆ Oversee the operation of the Fairway Pool, including opening and closing each season
- ◆ Coordinate with the Public Works Director the scheduling of opening tasks and determine the responsibilities for each department to complete
- ◆ Review revenue deposits and expenses, provided by the Recreation Supervisor - Aquatics

#### Parks

- ◆ Assess areas in need of maintenance and coordinate repairs as necessary
- ◆ Respond to and relay citizen ideas/complaints/needs as necessary to City Administrator
- ◆ Maintain discipline at Neale Peterson Park during pool hours; alert police if necessary
- ◆ Maintain tennis court nets and clean surface as needed

#### Supervision

- ◆ Exercise full personnel authority – staffing, discipline, performance reviews, etc. for all Parks & Recreation employees and volunteers

#### Miscellaneous

- ◆ Update Parks & Recreation Committee on operation numbers including but not limited to revenues, memberships, and daily attendance
- ◆ Wear proper attire at all times
- ◆ Report to work regularly and promptly
- ◆ Maintain a cordial relation with public and sets example in conduct for entire staff

## REQUIREMENTS:

### Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
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- ◆ Ability to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively

### Educational and Miscellaneous

- ◆ Must have an equivalent to a Bachelors degree from an accredited college or university with major course work in recreation administration, business administration, or a related field
- ◆ Five to seven years of increasingly responsible experience in parks and recreation program development and implementation, including 3 years of administrative and supervisory responsibility of professional staff, general knowledge of museum or historical site operations preferred
- ◆ Current Certified Parks & Recreation Profession (CPRP) and Aquatic Facility Operator (AFO) designations are strongly desired